

31 August 1993

## MEDICAL SERVICES

**1. Objective.** As prescribed in AFI 38-201, Determining Manpower Requirements (formerly AFR 8-10), this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

### SUMMARY OF CHANGES

This ANGMS is a total revision of the 15 Dec 86 standard. It contains the latest update of the policy, practices, and procedures of the Medical Services work center.

**2. Authority.** AFR 36 (Personnel), 10 (Operations), 23 (Supply), 40 (Medical), and 44 (Medical Command) series (formerly AFR 35, 55, 67, 16X series, and ANGR 55, 67, 16X) directives and all applicable gaining command supplements contain command policy and procedural guidance for the Medical Services function. This ANGMS is developed in accordance with procedures contained in AFI 38-201 (formerly AFR 25-5) and is the result of a functional review.

**3. Applicability.** This manpower standard applies to all ANG flying unit ACC Clinics, ACC Hospitals, and USAF Clinics except the 157 TCG, Jefferson Barracks MO; 114 FS, Klamath Falls OR; 124 TRG, Boise ID; 134th AREFG, Knoxville TN; and Combat Readiness Training Centers located at Alpena MI, Gulfport MS, Savannah GA, and Volk Field WI.

#### 4. Standard Data:

- a. **Classification.** Type II.
- b. **Approval Date.** 2 Feb 93.
- c. **Man-hour Data Source.** Operational Audit (technical estimate and historical record techniques).
- d. **Standard Man-hour Equation.**  $Y = -9.0574 + 0.1759X_1 + 2.323X_2$ .
- e. **Workload Factors:**

##### (1) Title:

- (a)  $X_1$  = A Guardsman Authorized.
- (b)  $X_2$  = A Physical Prepared in Final Form.

##### (2) Definitions:

- (a)  $X_1$  = Average monthly number of military authorizations in unit(s) supported (include host, tenant, GSU). Use last 12 months' data.
- (b)  $X_2$  = Average monthly number of physical examinations prepared in final form by full-time support personnel (include Enlistment; Commissioning; Flying Class I/IA, II and III; Interim Flying; Periodic; Medical Evaluation Board (MEB); Waiver; Preplacement/Baseline Occupational; physicals received from Military Entrance Processing Station (MEPS) for processing; physical exams received from other agencies for accession purposes; and Army National Guard physicals). Use last 12 months' data.

##### (3) Source:

- (a)  $X_1$  = RCS: ANG-SGM (A) 7206 Report under average monthly number of military authorizations in units supported. This report is maintained by ANGRC/SGM.
- (b)  $X_2$  = RCS: ANG-SGM (A) 7206 Report under average monthly number of physicals prepared in final form. This report is maintained by ANGRC/SGM.

#### 5. Application Instructions:

- a. The standard is valid through the man-hour range of 212.28 through 763.61. Extrapolation limits represent the upper and lower man-hour values that bind the applicability range. These limits represent the maximum amount the equation can be extended. Exception man-hours may exceed the extrapolation limits when added to the man-hours from the basic manpower equation.
- b. Calculate the correct value for each WLF identified in paragraph 4e above. Substitute these values for the appropriate value of X in the manpower equation in paragraph 4d above.
- c. Divide the computed allowed man-hours by the current civilian Man-hour Availability Factor (MAF) to determine total requirements.
- d. Refer to the Standard Manpower Table, AF Form 1113, for skill and grade distribution. Find the column in which the total number of authorizations fall and read up to determine total manpower by AFSC.

Supersedes ANGMS 5810 dated 15 Dec 86

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**OFFICIAL**

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**2 Attachments**  
**1. Work Center Description**  
**2. Standard Manpower Table**

**WORK CENTER DESCRIPTION****Medical Services****DIRECT:****1. SUPERVISION:****1.1. PROVIDES TECHNICAL MEDICAL BRIEFING AND ASSISTANCE:**

**1.1.1. BRIEFS AND ASSISTS THE COMMANDER.**

**1.1.2. BRIEFS AND ASSISTS SENIOR MEDICAL STAFF.**

**1.1.3. BRIEFS AND ASSISTS SUPPORTED UNIT.**

**1.1.4. BRIEFS AND ASSISTS WORK CENTER SUPERVISOR.**

**1.1.5. BRIEFS INDIVIDUAL.**

**1.1.6. BRIEFS INSPECTION TEAM.**

**1.2. MANAGES FULL-TIME HEALTH PROGRAM FOR SUPPORTED UNIT.** Consults with commander, safety office, supervisor, employee, and physician to ensure identification and elimination of hazard and adequate protection of employee.

**1.2.1. ADMINISTERS BASE OCCUPATIONAL HEALTH PROGRAM:**

**1.2.1.1. FINALIZES OCCUPATIONAL HEALTH FORM.**

**1.2.1.2. CONSULTS WITH BIOENVIRONMENTAL TECHNICIAN.** Identifies problem and coordinates resolution.

**1.2.1.3. INFORMS COMMANDER AND/OR OTHER OFFICIAL ON OCCUPATIONAL HEALTH MATTER.**

**1.2.2. ADMINISTERS SAFETY PROGRAM:**

**1.2.2.1. DISSEMINATES SAFETY PROGRAM INFORMATION.**

**1.2.2.2. CONDUCTS FACILITY SAFETY INSPECTION.**

**1.2.2.3. REPORTS SAFETY VIOLATION.**

**1.2.2.4. COMPLETES CORRECTIVE ACTION.**

**1.2.2.5. SCHEDULES SAFETY TRAINING.**

**1.2.3. ADMINISTERS FORMAL MEDICAL AGREEMENT.** Coordinates/negotiates with civilian community, hospital director, hospital administrator, county coroner, and/or medical treatment facility.

**1.2.3.1. DEVELOPS MUTUAL AID AGREEMENT.**

**1.2.3.2. COORDINATES INTER-SERVICE AGREEMENT.**

**1.2.3.3. COORDINATES HOST TENANT SUPPORT AGREEMENT HAVING MEDICAL IMPACT.**

**1.3. DEVELOPS/COORDINATES DISASTER RESPONSE PLAN:**

**1.3.1. DEVELOPS MEDICAL DISASTER RESPONSE PLAN.**

**1.3.2. REVIEWS BASE DISASTER RESPONSE PLAN FOR MEDICAL IMPACT.**

**1.4. COORDINATES EMERGENCY MEDICAL RESPONSE/EXERCISE:**

- 1.4.1. DISPATCHES REPRESENTATIVE TO COMMAND POST.**
- 1.4.2. NOTIFIES SUPPORT AGENCY.**
- 1.4.3. PARTICIPATES IN ACCIDENT/INCIDENT INVESTIGATION.**
- 1.5. PREPARES MEDICAL REPORT:**
  - 1.5.1. PREPARES PHYSICAL EXAM COMPLIANCE RATE REPORT.**
  - 1.5.2. PREPARES IMMUNIZATION COMPLIANCE RATE REPORT.**
  - 1.5.3. PREPARES HUMAN IMMUNODEFICIENCY VIRUS (HIV) COMPLIANCE REPORT.**
  - 1.5.4. PREPARES DRUG TESTING REPORT.**
  - 1.5.5. PREPARES MEDICAL SERVICE WORKLOAD REPORT.**
  - 1.5.6. PREPARES STATE REQUIRED REPORT.**
- 1.6. RECRUITS PROFESSIONAL/PARAPROFESSIONAL MEDICAL PERSONNEL:**
  - 1.6.1. PREPARES APPLICANT RECRUITMENT FOLDER.**
  - 1.6.2. SCREENS APPLICANT RECORD, INCLUDING CREDENTIALS.**
  - 1.6.3. INTERVIEWS APPLICANT.**
  - 1.6.4. WRITES RECOMMENDATION.**
- 1.7. INVESTIGATES INQUIRY.** Researches, compiles information, and generates response to inquiry.
  - 1.7.1. RESPONDS TO CONGRESSIONAL INQUIRY.**
  - 1.7.2. RESPONDS TO BOARD OF CORRECTION OF MILITARY RECORDS.**
  - 1.7.3. RESPONDS TO INSPECTOR GENERAL INVESTIGATION.**
  - 1.7.4. RESPONDS TO STATE INQUIRY.**
  - 1.7.5. RESPONDS TO ANGRC/SG INQUIRY.**
- 1.8. MANAGES DRUG TESTING PROGRAM.** Manages medical component of military and civilian drug testing program.
  - 1.8.1. FORWARDS SPECIMEN FOLLOWING CHAIN OF CUSTODY PROCEDURE.**
  - 1.8.2. REVIEWS AND DISTRIBUTES LAB TESTING REPORT.**
  - 1.8.3. PREPARES SUMMARY REPORT OF TESTING RESULT.**
  - 1.8.4. PREPARES DOCUMENTATION PACKAGE FOR POSITIVE CASE.**
  - 1.8.5. SCHEDULES INDIVIDUAL TESTED POSITIVE FOR MEDICAL CONSULTATION.**
  - 1.8.6. PROVIDES MEDICAL EXPERTISE TO ADMINISTRATIVE DISCHARGE BOARD.**
- 1.9. COORDINATES EMPLOYEE HEALTH AWARENESS PROGRAM.** Coordinates employee involvement by identifying employee need, scope of involvement, and obtaining recommendation for intervention.
- 1.10. CONDUCTS SELF-INSPECTION PROGRAM.** Maintains written record of self-inspection in accordance with (IAW) ANGR 168-4 and AFI 90-301 (formerly AFR 123-1).

**1.11. RESPONDS TO HEALTH SERVICES READINESS INSPECTION (HSRI).**

**2. PHYSICAL EXAMINATION:**

**2.1. SCHEDULES PHYSICAL EXAMINATION:**

**2.1.1. REVIEWS COMPUTER LISTING FOR ACCURACY.**

**2.1.2. COORDINATES WITH UNIT.** Coordinates with unit to reschedule incomplete and/or overdue physical examination.

**2.1.3. PREPARES SCHEDULE.**

**2.1.4. DISTRIBUTES SCHEDULE.**

**2.1.5. PREPARES/DISTRIBUTES INDIVIDUAL PHYSICAL EXAMINATION PACKET.**

**2.1.6. PREPARES COMPLIANCE RATE REPORT.**

**2.1.7. REVIEWS COMPLETED EXAMINATION.**

**2.1.8. REVIEWS MILITARY ENTRANCE PROCESSING STATION (MEPS) PHYSICAL.**

**2.1.9. PREPARES COMPLETED PHYSICAL EXAMINATION IN FINAL FORM:**

**2.1.9.1. PREPARES ENLISTMENT PHYSICAL.**

**2.1.9.2. PREPARES COMMISSION PHYSICAL.**

**2.1.9.3. PREPARES FLYING CLASS I/IA.**

**2.1.9.4. PREPARES FLYING CLASS II.**

**2.1.9.5. PREPARES FLYING CLASS III.**

**2.1.9.6. PREPARES INTERIM FLYING PHYSICAL.**

**2.1.9.7. PREPARES PERIODIC PHYSICAL.**

**2.1.9.8. PREPARES MEDICAL EVALUATION BOARD (MEB) PHYSICAL.**

**2.1.9.9. PREPARES WAIVER PHYSICAL DOCUMENTATION FOR SUBMISSION.**

**2.1.9.10. PREPARES PREPLACEMENT PHYSICAL.**

**2.1.10. REPORTS COMPLETED PHYSICAL EXAMINATION ACTION, INCLUDING HIV TEST RESULT, TO CONSOLIDATED BASE PERSONNEL OFFICE (CBPO).**

**2.1.11. FILES COMPLETED EXAMINATION IN MEDICAL RECORD.**

**2.2. PERFORMS PARAPROFESSIONAL TASK ASSOCIATED WITH PHYSICAL EXAMINATION/STANDARD:**

**2.2.1. PREPARES EXAMINATION ROOM.**

**2.2.2. TAKES HEIGHT, WEIGHT, BLOOD PRESSURE, AND/OR PULSE.**

**2.2.3. PERFORMS BODY FAT MEASUREMENT (BFM).**

**2.2.4. CHECKS PROFILE FACTOR.**

**2.2.5. PERFORMS ELECTROCARDIOGRAM (EKG) TEST.**

**2.2.6. PERFORMS VISION SCREENING TEST.**

**2.2.7. PERFORMS HEARING TEST.**

**2.2.8. PERFORMS PULMONARY FUNCTION TEST.**

**2.2.9. PERFORMS LABORATORY STUDY.** Obtains specimen and performs laboratory study associated with clinical indicator/physical exam.

**2.2.10. PROCESSES BLOOD SAMPLE:**

**2.2.10.1. DRAWS BLOOD FROM PATIENT.**

**2.2.10.2. PREPARES SPECIMEN FOR SHIPMENT.**

**2.2.10.3. PREPARES SHIPPING DOCUMENTATION.**

**2.2.10.4. TRAVELS FOR SPECIMEN DELIVERY AND PICK UP.**

**2.2.10.5. REVIEWS RESULT FOR ACCURACY.**

**2.2.11. REVIEWS/DOCUMENTS PAP SMEAR RESULT.**

**2.2.12. PERFORMS PREGNANCY TEST.**

**2.2.13. ENTERS TEST RESULT INFORMATION IN MEDICAL RECORD.**

**2.3. PROCESSES MEDICAL CERTIFICATION (AF FORM 895):**

**2.3.1. REVIEWS COMPUTER LISTING.**

**2.3.2. FORWARDS TO AFFECTED PERSONNEL FOR COMPLETION.**

**2.3.3. REVIEWS COMPLETED FORM.**

**2.3.4. COMPLETES FOLLOW-UP ACTION TO POSITIVE RESPONSE.**

**2.3.5. FILES COMPLETED MEDICAL CERTIFICATION.**

**2.4. SCHEDULES IMMUNIZATION:**

**2.4.1. REVIEWS AUTOMATED LISTING FOR DUE/OVERDUE IMMUNIZATION.**

**2.4.2. REFERS UPDATED ROSTER TO AFFECTED ORGANIZATION.**

**2.4.3. ENSURES COMPLIANCE WITH CURRENT IMMUNIZATION REQUIREMENT.**

**2.4.4. ADMINISTERS IMMUNIZATION.**

**2.4.5. PREPARES UPDATED IMMUNIZATION RECORD.**

**2.5. PROCESSES ORDER FOR SPECTACLES.** Processes DD Form 771, Eyewear Prescription, for aviation spectacles, safety glasses, and protective mask insert.

**2.5.1. IDENTIFIES PERSONNEL AUTHORIZED SPECTACLES.**

**2.5.2. REVIEWS DD FORM 771.**

**2.5.3. OBLIGATES FUNDS FOR PROCUREMENT OF SPECTACLES.**

**2.5.4. FORWARDS REQUEST TO OPTICAL LAB.**

**2.5.5. RECEIVES SPECTACLES, COMPARES TO REQUISITION, AND AUTHORIZES PAYMENT FOR SERVICE RECEIVED.**

**2.5.6. ISSUES SPECTACLES.**

**2.5.7. DOCUMENTS AND FILES TRANSACTION.**

**3. MEDICAL CARE:**

**3.1. PERFORMS LINE OF DUTY (LOD) DETERMINATION:**

**3.1.1. IDENTIFIES PERSONNEL REQUIRING LOD TREATMENT.**

**3.1.2. INVESTIGATES INCIDENT.**

**3.1.3. DETERMINES INCAPACITATION STATUS.**

**3.1.4. CONSULTS WITH PHYSICIAN.**

**3.1.5. PREPARES LOD REPORT.**

**3.1.6. COORDINATES WITH AFFECTED AGENCY.**

**3.1.7. ENSURES PATIENT RECEIVES AUTHORIZED MEDICAL CARE.**

**3.1.8. FOLLOWS-UP ON CASE FILE.**

**3.1.9. REQUESTS PATIENT TREATMENT SUMMARY AND DIAGNOSTIC TESTING RESULT.**

**3.1.10. PROCESSES MEDICAL BILL CLAIM FROM CIVILIAN MEDICAL SOURCE.** Validates claim.

**3.1.11. PROVIDES PARAPROFESSIONAL MEDICAL ADVICE TO PATIENT.**

**3.1.12. DOCUMENTS CASE IN MEDICAL RECORD.**

**3.2. PERFORMS EMERGENCY/CRASH RESPONSE:**

**3.2.1. RESPONDS TO ON-BASE EMERGENCY AS DIRECTED BY FIRE DEPARTMENT AND/OR CRASH RESCUE TEAM.**

**3.2.2. COORDINATES MEDICAL CARE FOR ENTITLED PERSONNEL..**

**3.2.3. CONSULTS WITH ATTENDING PHYSICIAN REGARDING CARE.**

**3.2.4. DOCUMENTS INCIDENT.**

**3.2.5. FILES PATIENT TREATMENT SUMMARY AND DIAGNOSTIC TREATMENT SUMMARY.**

**3.3. SCHEDULES SPECIAL PURPOSE EXAMINATION.** Schedules special purpose exam to include fetal protection program and occupational related examination.

**3.3.1. COMPILES AND DISTRIBUTES SCHEDULED EXAM ROSTER.**

**3.3.2. COMPILES AND DISTRIBUTES DELINQUENT ROSTER.**

**3.3.3. PREPARES COMPLIANCE RATE REPORT.**

**3.4. PERFORMS FLIGHT EVALUATION:**

**3.4.1. RECOMMENDS CONTINUANCE, REMOVAL, OR RETURN TO FLYING DUTY (AF FORM 1042).**

**3.4.2. CONSULTS WITH FLIGHT SURGEON.**

**3.4.3. FORWARDS RECOMMENDATION TO COMMANDER AND FLIGHT RECORDS.**

**3.4.4. COORDINATES WITH FLYING UNIT REGARDING DISPOSITION OF FLYER.**

**3.4.5. PREPARES AND UPDATES AF FORM 1041, MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY LOG.**

**3.5. DISPENSES MEDICATION:**

**3.5.1. DISPENSES NON-PRESCRIPTION MEDICATION.**

**3.5.2. DISPENSES PROJECT U MEDICATION.**

**4. ADMINISTRATION:**

**4.1. PROCESSES TOUR OF DUTY/TDY ORDER:**

**4.1.1. PREPARES ORDER.**

**4.1.2. DISTRIBUTES ORDER.**

**4.1.3. MAINTAINS ORDER RECORD.**

**4.1.4. AUTHENTICATES STATEMENT OF TOUR OF DUTY.**

**4.2. DEVELOPS/ADMINISTERS CLINIC UNIT TRAINING ASSEMBLY (UTA) SCHEDULE:**

**4.2.1. DEVELOPS SCHEDULE.**

**4.2.2. COORDINATES PHYSICAL EXAMINATION SCHEDULE WITH SUPPORTED UNIT.**

**4.2.3. PREPARES MEDICAL/DENTAL RECORD.**

**4.2.4. DOCUMENTS EXAMINATION RESULT.**

**4.2.5. IDENTIFIES EXAMINATION NO-SHOW.**

**4.3. ADMINISTERS BASE IMMUNIZATION PROGRAM:**

**4.3.1. SCHEDULES BASE PERSONNEL FOR IMMUNIZATION.**

**4.3.2. UPDATES IMMUNIZATION ROSTER.**

**4.4. PREPARES REPORT:**

**4.4.1. PREPARES STATUS OF READINESS AND TRAINING (SORTS) REPORT:**

**4.4.1.1. GATHERS INFORMATION.**

**4.4.1.2. CALCULATES DATA AND FORMATS REPORT.**

**4.4.1.3. BRIEFS BASE/MEDICAL COMMANDER.**

**4.4.1.4. SUBMITS REPORT FOR TRANSMISSION.**

**4.4.1.5. RECEIVES NEW SORTS DATABASE AND VERIFIES FOR ACCURACY.**

**4.4.2. PREPARES INFLUENZA REPORT.**

**4.4.3. PREPARES MEDICAL SERVICE WORKLOAD REPORT.**

**4.4.4. PREPARES GAINING COMMAND MEDICAL UNIT REPORT.**

**4.5. ADMINISTERS MEDICAL SECURITY PROGRAM:**

**4.5.1. PERFORMS FACILITY SURVEY.**

**4.5.2. MONITORS SECURITY CLEARANCE.**



**4.5.3. PROCESSES UNESCORTED ENTRY AUTHORIZATION CERTIFICATE, AF FORM 2586.**

**4.5.4. CONDUCTS LINE BADGE INVENTORY.**

**4.6. VALIDATES AF FORM 2583, REQUEST FOR PERSONNEL SECURITY ACTION, FOR BASE POPULATION.**

**4.7. ADMINISTERS MEDICAL CURRENCY INFORMATION FILE (MCIF):**

**4.7.1. PREPARES DATA FILE.**

**4.7.2. PREPARES AF FORM 396, SIGNATURE CARD.**

**4.7.3. REVIEWS DATA FOR MAJCOM AND UNIT.**

**4.7.4. POSTS DATA RECEIPT TO INDIVIDUAL AF FORM 396.**

**4.7.5. FILES DATA.**

**4.8. MAINTAINS MEDICAL COMPUTER SYSTEM:**

**4.8.1. ESTABLISHES COMPUTER REQUIREMENT.**

**4.8.2. PROVIDES COMPUTER TRAINING.**

**4.8.3. OPERATES COMPUTER REMOTE.**

**4.9. MAINTAINS MEDICAL/DENTAL RECORD:**

**4.9.1. FILES DOCUMENTATION IN RECORD.**

**4.9.2. CREATES NEW MEDICAL/DENTAL RECORD.**

**4.9.3. RETIRES MEDICAL RECORD.**

**4.10. CONDUCTS SUPPORTED UNIT INCOMING/OUTGOING CLEARANCE.**

**5. TRAINING:**

**5.1. DEVELOPS/COORDINATES MEDICAL READINESS UTA TRAINING PROGRAM:**

**5.1.1. DEVELOPS/COORDINATES COMPREHENSIVE TRAINING PLAN.** Identifies need from AF and NGB Regulation and Operations Plan (OPlan) and develops a plan of accomplishment.

**5.1.2. DETERMINES TRAINING REQUIREMENT.**

**5.1.3. COORDINATES TRAINING RESOURCE.** Arranges for needed equipment, supply, facility, and other resource.

**5.1.4. MAINTAINS DOCUMENTATION.**

**5.2. DEVELOPS ANNUAL TRAINING PLAN:**

**5.2.1. DETERMINES INDIVIDUAL REQUIREMENT.**

**5.2.2. COORDINATES WITH EXECUTIVE TEAM.**

**5.2.3. DEVELOPS ANNUAL TRAINING PLAN.**

**5.2.4. DEVELOPS ALTERNATE TRAINING PLAN.**

**5.2.5. COORDINATES WITH TRAINING SITE/FACILITY.** Coordinates training requirement, billeting, food service, and transportation.

**5.2.6. CONDUCTS TRAINING SITE VISIT.**

**5.2.7. PREPARES AFTER-ACTION REPORT.**

**5.3. MONITORS ENLISTED SPECIALITY TRAINING:**

**5.3.1. COORDINATES UNIT AND INDIVIDUAL FORMAL TRAINING REQUIREMENT.**

**5.3.2. CONDUCTS TRAINING SUPERVISOR MEETING.**

**5.3.3. UPDATES MASTER TRAINING PLAN.**

**5.3.4. PROCESSES AND MONITORS CORRESPONDENCE COURSE MATERIAL.**

**5.3.5. BRIEFS EXECUTIVE MANAGEMENT.**

**5.3.6. MONITORS TRAINING DOCUMENTATION.**

**5.4. OVERSEES/MONITORS ANCILLARY MEDICAL TRAINING:**

**5.4.1. SCHEDULES ANCILLARY TRAINING FOR MEDICAL PERSONNEL.**

**5.4.2. NOTIFIES MEDICAL PERSONNEL OF TRAINING REQUIREMENT.**

**5.4.3. DOCUMENTS TRAINING.**

**5.5. MONITORS SUPPORTED UNIT MOBILITY SELF AID AND BUDDY CARE TRAINING:**

**5.5.1. PROVIDES TECHNICAL ADVICE.**

**5.5.2. MONITORS TRAINING REPORT.**

**5.5.3. PRODUCES QUARTERLY REPORT TO HEADQUARTERS.**

**6. RESOURCE MANAGEMENT:**

**6.1. MANAGES MEDICAL BUDGET:**

**6.1.1. DEVELOPS ANNUAL MEDICAL BUDGET ESTIMATE.**

**6.1.2. RECEIVES FUND ALLOCATION.**

**6.1.3. PREPARES QUARTERLY FUND DISTRIBUTION.**

**6.1.4. COORDINATES ADJUSTMENT TO BUDGET.**

**6.1.5. MONITORS EXPENDITURE.**

**6.2. MAINTAINS MEDICAL SUPPLY:**

**6.2.1. DETERMINES ITEM REQUIREMENT.**

**6.2.2. ORDERS MEDICAL SUPPLY:**

**6.2.2.1. ORDERS STOCK LISTED ITEM.**

**6.2.2.2. ORDERS LOCAL PURCHASE ITEM.**

**6.2.2.3. ORDERS FROM ACTIVE DUTY FACILITY MEDICAL SHOPPING GUIDE.**

**6.2.3. RECEIVES MEDICAL SUPPLY.**

**6.2.4. STORES MEDICAL SUPPLY.**

**6.2.5. MONITORS SUPPLY STATUS.**

**6.2.6. PERFORMS QUALITY CONTROL.**

**6.3. MANAGES MEDICAL EQUIPMENT:**

**6.3.1. DETERMINES REQUIREMENT.**

**6.3.2. PROCESSES EQUIPMENT REQUEST.**

**6.3.3. MONITORS STATUS OF EQUIPMENT ON ORDER.**

**6.3.4. RECEIVES EQUIPMENT.**

**6.3.5. INSTALLS EQUIPMENT.** Arranges for installation or installs equipment in-house.

**6.3.6. PERFORMS PERIODIC OPERATOR MAINTENANCE.**

**6.3.7. COORDINATES MEDICAL EQUIPMENT REPAIR CENTER (MERC) VISIT AND TESTING OF MEDICAL EQUIPMENT.**

**6.3.8. COORDINATES CIVILIAN CONTRACTOR MAINTENANCE.**

**6.4. MANAGES MEDICAL WORKDAY ASSET:**

**6.4.1. ESTABLISHES REQUIREMENT.**

**6.4.2. RECEIVES, FORECASTS, AND DISTRIBUTES ALLOCATION.**

**6.4.3. MAINTAINS RECORD OF WORKDAY UTILIZATION.** Logs order against current balance to monitor allocation asset.

**6.4.4. ADJUSTS WORKDAY BALANCE WITH MEDICAL COMMANDER AND BASE WORKDAY MONITOR.** Provides justification for additional allocation requirement.

**6.5. MAINTAINS WAR READINESS MATERIAL (WRM) ASSET:**

**6.5.1. MAINTAINS PROJECT B ASSET (NERVE AGENT ANTIDOTE).**

**6.5.2. MAINTAINS PROJECT U ASSET (ANTI-MALARIAL MEDICATION).**

**6.5.3. MAINTAINS PROJECT Z ASSET (AIR TRANSPORTABLE CLINIC).**

**6.6. MANAGES MEDICAL MOBILITY EQUIPMENT.** Maintains a, b, and c mobility bag and Strategic Aircraft Reconstitution Team (SART) Kit including inventory, upgrade, resupply, and maintenance.

**6.6.1. ORDERS MEDICAL MOBILITY EQUIPMENT.**

**6.6.2. MAINTAINS MOBILITY BAG/SART KIT.**

**6.6.3. INSPECTS MOBILITY BAG/SART KIT:**

**6.6.3.1. PREPARES FOR INSPECTION.**

**6.6.3.2. INVENTORIES MOBILITY BAG/SART KIT.**

**6.6.3.3. REPLACES COMPONENT PART OF MOBILITY BAG/SART KIT.**

**6.6.3.4. DOCUMENTS INVENTORY.**

**6.6.4. INSPECTS/ORDERS WEAPON AND AMMUNITION.**

**6.7. MAINTAINS FIRST AID KIT.** Periodically inspects first aid kit or serviceability, replaces dated item, and re-packs as needed.

**6.7.1. INSPECTS AIRCRAFT FIRST AID KIT.**

**6.7.2. INSPECTS LIFE RAFT FIRST AID KIT.**

**6.7.3. INSPECTS PERSONNEL FIRST AID KIT.**

**6.7.4. INSPECTS AIRCREW SURVIVAL KIT.**

**6.7.5. INSPECTS SHOP FIRST AID KIT.**

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Medical Services/5810A			212.28 - 763.61								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Medical Services	902XX	CIV	1	1	1	1	1				
Medical Services	902X0	CIV	1	1	2	3	4				
Medical Services	906X0	CIV		1	1	1	1				
TOTAL			2	3	4	5	6				
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											